



Electronic Onboarding (EOB) Process

DoubleTree Galveston has partnered with Oasis Outsourcing to provide Employee Benefits, Payroll Administration and Human Resources services to you. Oasis is one of the nation's largest Professional Employer Organizations (PEOs) and is a leader in the industry. Oasis takes care of many of the Human Resources-related administrative tasks and also provides increased access to employee programs and services.

LOCAL EMPLOYEES:

To begin the Oasis New Hire Electronic Onboarding (EOB) process, please go to the following website:

https://oasis.usverify.com/hrmgr/eob?p_action=newHirelogin

The following are some useful tips and information for completing the EOB process:

- The Oasis client ID is **OA640502**
- The Employer PIN is **35684**
- The Employment Location is **DoubleTree Galveston**
- Please do not use any characters when entering your Social Security Number, phone number or birth date.
- I-9 documentation should be current, and provided to your onsite manager for verification purposes.
(See list provided with the I-9 document.)
- For those interested in Direct Deposit, please have your bank routing and account number(s) available.

PLEASE COMPLETE THE NEW HIRE PAPERWORK BY 06/20/24

Also, included in the New Hire Packet is the Oasis Core Handbook as well as information regarding some various services available to you through Oasis, including:

- The Employee Services Website, which includes—
 - Access to your payroll and benefits information
 - W-4 and Direct Deposit change forms
 - Printable check stubs
- The Employee Discount Program
- eLearning and W-2 Services
- Mobile Access available through the Oasis app

For EOB technical support, please contact an Oasis representative at 844-810-8812.

Thank you for your time and attention. We look forward to working with you!